

CLASSIFICATION: Air Resources Field Representative II (ARFR II)	Time Base: FT	SALARY: \$4,103.00 - \$4,986.00	FFD: 02/04/2011
LOCATION: SACRAMENTO		DIVISION: Enforcement Division	
CONTACT: Elizabeth Walker		E-MAIL: ewalker@arb.ca.gov	PHONE: 916-322-2659
MAILING ADDRESS: 1001 I Street., Sacramento, CA 95812			

Due to the Governor's Hiring Freeze Order, only internal Air Resources Board lateral candidates will be considered.

DUTIES: Under direction of the Air Resources Field Representative III (ARFR III) Field Supervisor, the ARFR II shall conduct inspections on heavy-duty vehicles for compliance with Air Resources Board (ARB) heavy-duty vehicle regulations. The ARFR II shall conduct testing of heavy-duty vehicles suspected of emitting excess exhaust emissions via visual assessment and use of electronic measuring equipment. These duties also require servicing, calibration and maintenance of testing equipment. The ARFR II shall document violations and issue citations to vehicle owners/operators who are out of compliance with exhaust emissions standards or who have engines with tampered emission control equipment. The ARFR II shall prepare and present testimony in administrative hearings on contested citations and serve as an "expert witness" in these and other legal proceedings. The ARFR II shall support the heavy-duty vehicle inspection program and numerous other programs as necessary via informational presentations. The ARFR II shall support other inspection teams and other law enforcement agencies, notify responsible personnel of field problems, and participate in and provide statistical data for various special studies. Incumbent will provide voluntary compliance support, program education, training, and outreach to regulated industries. Incumbent must purchase and wear, as required, the designated ARB Inspector Uniform as a condition of employment. The initial uniform must be purchased by the employee as a condition of employment and after one year of service in the class and annually thereafter, the employee is entitled to a uniform replacement allowance as specified in the Unit 11 Collective Bargaining Agreement, and in accordance with departmental procedures. These duties also require extensive travel and general knowledge of computers. Incumbents must retain a professional demeanor while serving as representatives of the ARB.

DESIRABLE QUALIFICATIONS: The candidate must have a strong technical background, excellent communication, writing, interpersonal and leadership skills. The candidate must have a background in or thorough understanding of enforcement operations. The most successful applicants will have a background in or knowledge of engine technology, an ability to work independently or cooperatively with other staff and agencies, the ability to meet deadlines, to follow written and verbal instructions, use tact and good judgment when dealing with co-workers, the public and other law enforcement personnel, apply good customer service techniques, and work effectively under pressure. Applicants should be familiar with Microsoft Office and Windows, and be able to work flexible hours as needed. Applicants will be screened and only the most qualified candidates will be interviewed.

WHO MAY APPLY:

- Current state employees who are in the Air Resources Field Representative II classification or have transfer eligibility.
- Persons who have list eligibility for the Air Resources Field Representative II classification.
- SROA/Surplus candidates are encouraged to apply.
- We are located in downtown Sacramento in the California Environmental Protection Agency (CalEPA) building at 10th and I Streets, close to the downtown plaza and numerous restaurants. Light Rail is two blocks from the building. If interested, please submit a completed State application form STD 678 and any other relevant documents (resume, etc.) to the attention of Ms. Elizabeth Walker. Please indicate your eligibility for this position in Box 12 of your application.

INSTRUCTIONS:

In order to insure job opportunity information displayed via the State Personnel Board's (SPB) WVPOS system is accurate, it is very important that the information provided via the job opportunity form be entered as follows:

- Classification - This field is used by the WVPOS system as a search field. WVPOS recognizes only State civil service classification titles. Do not use working titles, abbreviated titles or include a "range" in the title. (Example: Air Pollution Specialist)
- Time Base - Enter the time base of the vacant position (Example: Full Time, Part Time, etc.)
- Salary - Use the first step and last step of the salary range. If the classification includes more than one range, use the first step of Range A and the last step of the highest Range of the classification.
- FFD - Enter the last day for which applications will be accepted for consideration in filing the position. Enter the date in the following format mm/dd/yyyy.
- Location - Enter only the city in which the position is headquartered (Sacramento, El Monte, etc.).
- Division - Enter only the appropriate code as displayed below for the Division in which the position exists.

DIVISION	CODE
Administrative Services Division	ASD
Chairman's Office	CO
Enforcement Division	ED
Executive Office	EO
Mobile Source Control Division	MSCD
Mobile Source Operations Division	MSOD
Monitoring & Laboratory Division	MLD
Office of Information Services	OIS
Planning & Technical Support Division	PTSD
Research Division	RD
Stationary Source Division	SSD

- Contact - Enter the name of the person to be contacted regarding the vacant position.
- E-Mail - Enter the ARB e-mail address of the designated contact person.
- Phone - Enter the ARB phone number of the designated contact person and include the area code.
- Mailing Address - Enter the address to which applications should be submitted.
- Duties - Enter a brief description of the typical duties of the vacant position.
- Desirable Qualifications - Enter a brief statement of the qualifications that are desired in filing the position. Include any requirements of the position which are not typical (Example: travel required, must be able and willing to use special safety equipment, uniformed classification, climbing required, etc.)